


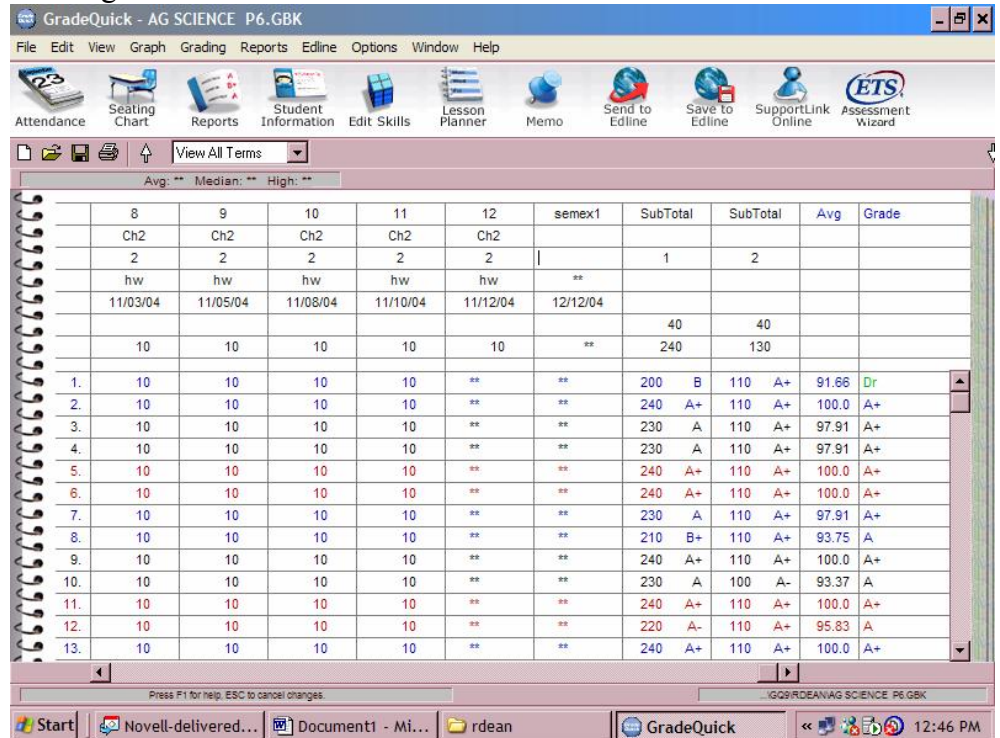
TO: AMS

Open your grade book and select VIEW ALL TERMS

Select the f6 key  on your keyboard (this allows you to enter a new test column)

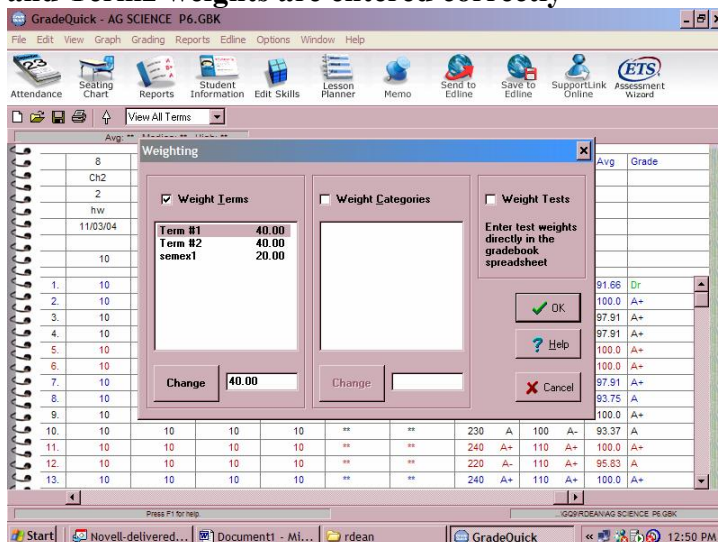
In the space asking for the name insert: semex1 (all lowercase)

In the term space double click on 2 and erase it so that no term is showing



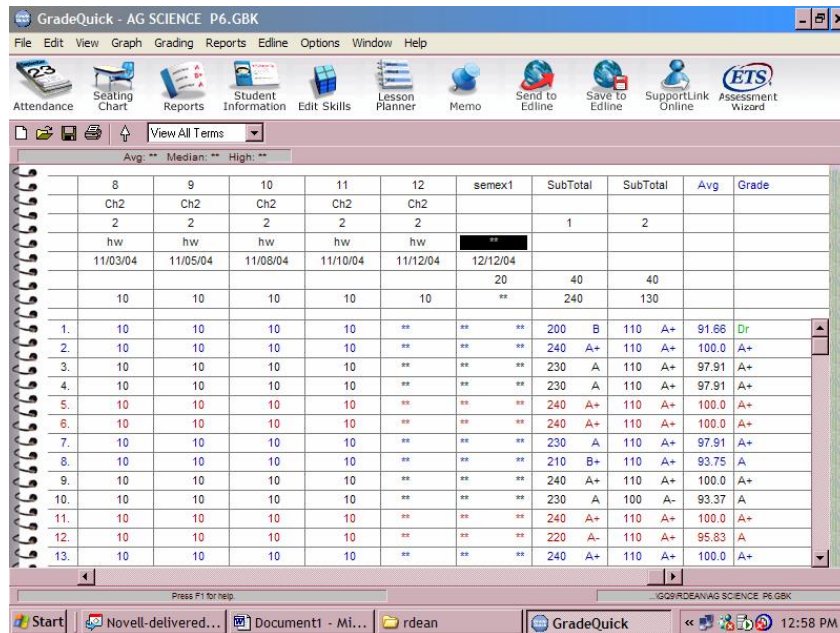
After you have removed the 2 in the term column press enter

The weighting screen will appear as shown below: **If it does not appear then go to Grading>Weighting and manually make sure that the semex1 as well as Term1 and Term2 weights are entered correctly**



Remember that the default setting to Weighting is Term 1- 45% Term 4- 45% and semex1- 10% (you should have already adjusted your term1 and term2 weighting). You can not exceed the weight of 10% for the semester test; however, you can reduce the weight given to the semester test. You will need to change the weighting here on this screen. I will be glad to help you with this while I am on campus.

Once you select ok, you will see that you have a semester test column set to enter information.

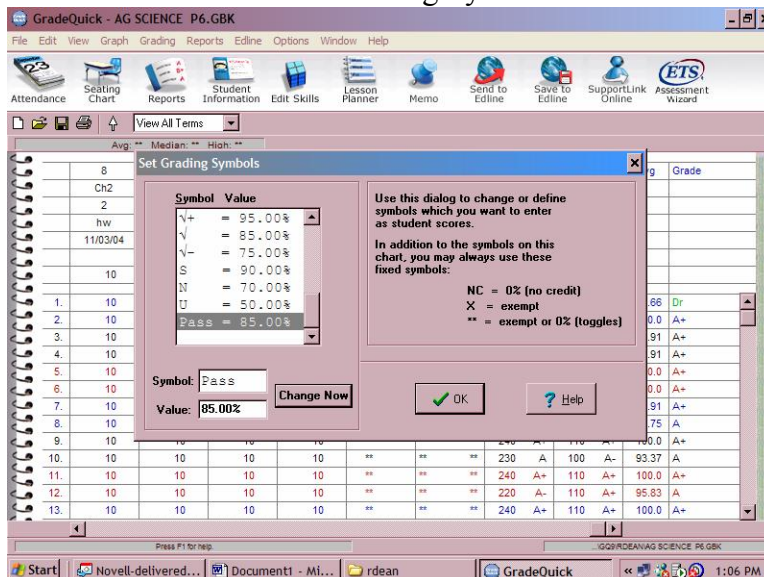


IF the EX symbol is not there and you want to use it instead of X—this is NOT mandatory—just helps some of you who use the X symbol frequently

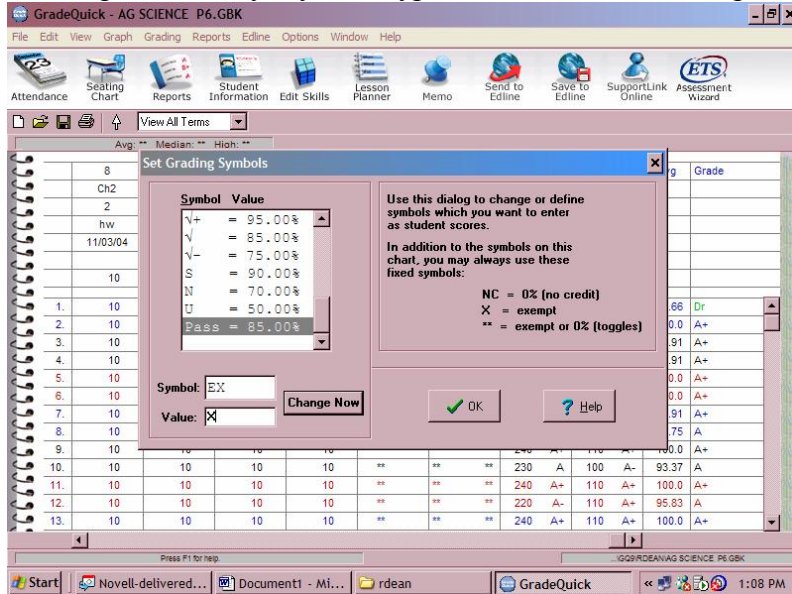
Setting up the EX grade Symbol for Exempt in your grade book:

Select Grading

Select Set Grading Symbols



Choose either a grading symbol you are not using or an Undefined grading symbol
 In the space that says symbol type EX and in the value space type X



Check Change Now

Then select OK

This allows you to put EX in the semester test space if the student is exempt from the test. The EX should show on the report card instead of the asterisk**

⇒ If a student is exempt from the semester test then Term 1 and Term 2 calculate the students grade to 50/50.

Making sure your gradebook is set to calculate Term1 and Term 2 correctly.

Select Grading

Select Grading Preferences

Make sure that the box next to Calculate Semester Subtotals is NOT checked

